

PQS QUALIFICATION SHEET
NSW/NSO/AIRR Coordinator Module

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. Prospecting			
3. PSS			
4. Quality Control			
5. Safety			
6. Applicant Processing			
7. Applicant Flow			
8. Required Reports			
9. Administration			
10. YMCA Protocol			
11. Marketing			
12. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
1. Training - Demonstrate the ability to:									
a. Conduct field training on NSW/NSO programs.									
b. Keep the chain of command informed on all NSW/NSO/AIRR Policies.									
c. Complete Privacy Act training 101 & 103.									
d. Complete Assistant Command Fitness Leader course (CPD-CFL-010) NKO									
2. Prospecting (COMNAVCRUITCOMINST 1130.8, 1500.4 and 5400.2)									
a. Explain coordination with Local LEADS Production Team Supervisor.									
b. Demonstrate the ability to Query Pride (FIND SW) for potential candidates.									
3. PSS (COMNAVCRUITCOMINST 1130.8) Successfully demonstrate the ability to do the following:									
a. Conduct an interview using the needs satisfaction selling process									
b. Establish Rapport									
c. Blueprint									
d. Opening Statement									
e. Probe									
f. Support									
g. Close									
h. Resolve Applicant Concerns									
i. Complete PSS Applications Course									
4. Quality Control (COMNAVCRUITCOMINST 1130.8)									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
a. Demonstrate ability to ensure NSW/NSO/AIRR applicants meet all quality standards.									
b. Demonstrate knowledge of NSW/NSO/AIRR requirements.									
c. Demonstrate the ability to input PST test and show a working knowledge of MILITAPS.									
d. Demonstrate the ability to conduct a PST in accordance with (MILPERSMAN Article 1220-100).									
e. Demonstrate the ability to Administer a CSORT Test IAW the CSORT User Guide and manage command CSORT accounts.									
5. Applicant Processing (COMNAVCRUITCOMINST 1130.8)									
a. Explain current waiver requirements and processing/documentation procedures for NSW/NSO/AIRR.									
b. Explain working relationship with NAVCRUITDIST Processors/Classifiers.									
5. Safety (OPNAVINST 3500.39C)									
a. Demonstrate proper procedures for conducting proper ORM in accordance with OPNAVINST 3500.39C.									
b. Discuss importance of ensuring all applicants have a current Hold Harmless Agreement prior to participation in PST.									
c. Document expiration date of CPR qualification.									
d. Demonstrate working knowledge of local medical facilities.									
e. Discuss emergency evacuation plan.									
f. Discuss emergency evacuation route utilizing government vehicle.									
g. Discuss available medical equipment if available at PST Sites.									
h. Demonstrate the ability to identify and use Water Safety gear as well as location.									

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	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
i. Discuss impact of inclement weather on PST.									
j. Discuss importance of hydration during the PST.									
6. Applicant Flow (COMNAVCRUITCOMINST 1130.8)									
a. Demonstrate the ability to track status of NSW/NSO/AIRR applicants (including all waiver levels).									
7. Required Reports (COMNAVCRUITCOMINST 1130.8). Demonstrate the ability to submit the following required reports and correspondence.									
a. Monthly planner/itinerary									
b. DEP status report									
8. Administration (COMNAVCRUITCOMINST 1130.8)									
a. Explain current NSW/NSO/AIRR policies.									
b. Attend monthly NAVCRUITSTA DEP Meeting.									
c. Explain purpose of NSW/NSO/AIRR Info DAR									
d. Demonstrate the ability to conduct a HS NSW/NSO/AIRR presentation.									
9. YMCA Protocol									
a. Aquatic Director meeting and rapport.									
b. Punch Card use and logging.									
c. PST times and scheduling of YMCA.									
10. Marketing (COMNAVCRUITCOMINST 1130.8, 5400.1 and 5400.2)									
a. Demonstrate ability to collect and submit statistics on NSW/NSO/AIRR to EPO as directed for inclusion in the NAVCRUITDIST Marketing Operations Plan.									

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	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
b. Provide input to CR/ACR/EPO to ensure NSW/NSO new contract goals/ attainment support the NSW/NSO/AIRR DEP matrix for out months.									

11. Record of Qualifications:

a. Recommended for final PQS Qualification as NSW/NSO/AIRR Coordinator
Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of
NSW/NSO/AIRR Field Coordinator.

Qualifier's Signature _____

b. Qualification Board _____ Date: _____

We certify the examinee to be fully qualified for the position of NSW/NSO Coordinator.

Mentor (Name/Position) (Signature)

and/or

Coordinator (Name/Rate/Position) (Signature)

c. Reviewed:

PQS Training Officer, NRD _____
(Signature/Date)

Approved:
Commanding Officer, NRD _____
(Signature/Date)

d. Service Record Entry (Page 4):

Chief Administrator, NRD _____
(Signature/Date)

COMNAVCRUITCOMINST 1136.2N CH-1
19 Nov 2010

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record